BCCC
Baltimore City Community College

Title of Policy: Academic Integrity Policy

Policy (check one): New _____   Revised __X__

Applies to (check all that apply):
Faculty_____   Staff_____   Students_X__
Division/Department_____   College_____

Policy Purpose:

Academic dishonesty jeopardizes the quality of education and depreciates the genuine achievements of others. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act. All members of the College Community -- students, faculty, and staff -- share the responsibility to challenge and make known acts of apparent academic dishonesty. Any of the following acts, when committed by a student, is an act of academic dishonesty.

A. Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

  1. Students completing any examination should assume that external assistance (e.g., books, notes, calculators, conversation with others) is prohibited unless specifically authorized by the instructor.

  2. Students must not allow others to conduct research or prepare any work for them without permission from the instructor. Using the services of commercial term paper companies is prohibited.

  3. Substantial portions of the same academic work may not be submitted for credit or honors more than once without permission from the instructor.

B.   Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

  1. *"Invented"* information may not be used in any laboratory experiment or other academic exercise without permission from the instructor.

  2. Students who attempt to alter and resubmit their returned academic work without notice to the instructor would be in violation of the Academic Honesty Policy.

C.   Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

1. *Direct Quotation*: Every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited.

2. *Paraphrase*: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part in the students' own words.

3. *Borrowed Facts or Information*: Information that is obtained in one's reading or research which is not common knowledge among students in the course must be acknowledged. Materials that are in most references may be acknowledged in the bibliography and need not be immediately cited.

D. **Artificial Intelligence:** Artificial intelligence (AI) language models, such as ChatGPT, and online assignment help tools, such as Chegg®, are examples of online learning support platforms; they cannot be used for course assignments **except as explicitly authorized by the instructor**.

1. **Use prohibited.**
   Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on assignments in this course. Each student is expected to complete each assignment without substantive assistance from others, including automated tools. Students are prohibited as follows:

   a. Submitting all or any part of an assignment statement to an online learning support platform.
   b. Incorporating any part of an AI generated response in an assignment.
   c. Using AI to brainstorm, formulate arguments, or template ideas for assignments.
   d. Using AI to summarize or contextualize source materials.
   e. Submitting work to an online learning support platform for iteration or improvement

2. **Use only with prior permission.** Students can use advanced automated tools (artificial intelligence or machine
   learning tools such as ChatGPT or Dall-E 2) on assignments in this course if instructor permission is obtained in advance. Unless given permission to use those tools, each student is expected to complete each assignment without substantive assistance from others, including automated tools.

3. **Use only with acknowledgement.**
   Artificial intelligence (AI) language models, such as ChatGPT, may be used for any assignment with appropriate citations. Students can use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on assignments in this course if that use is properly documented and credited. For example, text generated using ChatGPT-3 should include a citation such as: "Chat-GPT-3. (YYYY, Month DD of query). "Text of your query." Generated using OpenAI. https://chat.openai.com/" Material generated using other tools should follow a similar citation convention.

Policy Statement:
It is the policy of Baltimore City Community College that misrepresentation of others' work submitted for evaluation as one's own, unauthorized use of notes or other individuals' materials, copying, unauthorized prior knowledge of the contents of tests, quizzes, or any work which is to be considered in the determination of a grade or the completion of academic requirements is prohibited.

Implementation Date: April 17, 2024

Originator/Division: Academic Affairs in consultation with Student Affairs

Approved by the Board of Trustees: April 17, 2024

This policy once approved by the Board of Trustees supersedes all other policies.